

## Position Description

**PD#:** BW183165**Replaces PD#:****Sequence#:** VARIES

### SECURITY GUARD GS-0085-05

**Servicing CPAC:** WHITE SANDS MISSILE RANGE, NM**Agency:** VARIES**Army Command:** VARIES**Command Code:** VARIES**Region:** WEST**Citation 1:** OPM PCS SECURITY GUARD, GS-0085, APR 88**Citation 2:** OPM GEG / POLICE & SEC GRD PSNS, GS-083 & GS-085, APR 88**Classified By:** PORFIRIO R. HORCASITAS (JTO)**Classified Date:** 08/26/2004**FLSA:** NON-EXEMPT**Drug Test Required:** YES**DCIPS PD:** NO**Career Program:** 19**Financial Disclosure Required:** NO**Acquisition Position:** NO**Functional Code:** 00**Requires Access to Firearms:** VARIES**Interdisciplinary:** NO**Competitive Area:** 03**Position Sensitivity:** 2 NON-CRITICAL SENS.**Security Access:** 1 SECRET ACCESS REQ.**Competitive Level:** 0001**Target Grade/FPL:** 05**Career Ladder PD:** NO**Emergency Essential:** KEY EMERG**Bus Code:** VARIES**Personnel Reliability Position:** VARIES**Information Assurance:** YES**Influenza Vaccination:** NO

### Position Duties:

### BACKGROUND INFORMATION

The White Sands Missile Range Fast Burst Reactor is located 45 miles from El Paso, Texas, 30 miles from Las Cruces, New Mexico, and 60 miles from Alamogordo, New Mexico. The site is the only remaining Fast Burst Nuclear Reactor in the Army Arsenal. It is considered a hazardous site. Personnel assigned to control access, posts, and patrols must be able to respond to a variety of threats and incidents. Practical exercises are performed every week to ensure readiness and proficiencies. These exercises and proficiencies are required in order to successfully pass very stringent inspections by the Army's Reactor Office and the Department of the Army Inspector General's Office. Personnel must be physically able to withstand very hot/cold weather and other rigors on this site. Personnel must be able to make decisions on access of individuals and control vehicle entry of various types of equipment.

Further information on this site is not releasable to personnel not in the Surety Program.

### MAJOR DUTIES

Serves as a guard on rotating shifts and posts at White Sands Missile Range, Fast Burst Reactor Facility. Enforcing security measures required to protect personnel, materials, or property up to and including Top Secret materials. The installation includes highly sensitive/special access areas involving Government property, arms, ammunition and explosives nuclear surety materials, and/or other highly specialized defense weapons/systems. As necessary, incumbent is required to remain proficient and to successfully complete all aspects of the formal training program, practical exercises, and qualification requirements necessary for retention in the Nuclear Personnel Reliability Program (NPRP). Incumbent is required to carry assigned weapons and to fire annually to qualify in the safe and protective use of all weapons provided. Exercises and applies a body of established rules, regulations, and legal authorities to enforce specialized personnel access procedures and detect trespassing violations in order to protect and prevent

unauthorized access to highly sensitive restricted areas requiring a diverse range of protective responsibilities over Federal property, employees, and visitors. Incumbent works within prescribed limitation on the use of detention authority and the use of force (including weapons) according to circumstances encountered during the performance of duties. The property safeguarded is highly classified national defense information and/or processes vital to the Research, Development, Test and Evaluation process of the Army's only Fast Burst Nuclear Reactor.

1. Performs the following guard functions as assigned: 80%

a. Control personnel access to highly restricted areas. Establishes the identity of all personnel seeking access (including employees) by closely reviewing credentials. Records visitor's name, address, purpose of visit, office to be visited and issues passes badges or arranges for escorts. Scrutinizes persons leaving restricted areas by checking out visitors, completing written reports of visits and inspecting packages and material. Collects and accounts for all passes and badges issued

b. Protects property from danger of sabotage, espionage's and intrusion. Regularly performs fire and security checks on buildings and areas containing highly classified material and experiments by checking safes, cabinets, doors, windows and desks to assure classified material is not left unsecured and that the building is safe from intruders, fire, and internal security violations. Detects and observes any unusual or abnormal conditions, assesses the situation and institutes emergency procedures by radio and telephone. Assists in emergency situations (i.e., bomb threats, fire alarms, and major chemical moves) by providing traffic control, and cordons off the area to restrict traffic flow. Acts to prevent further destruction/loss of property, protect people, or overcome and apprehend persons, which precipitated the emergency. Recognizes, and preserves evidence for use in investigations and/or prosecution. Detains those persons responsible for the emergency and arranges for search and interrogation of the suspects. Reports violations, accidents and incidents to the radio operator and may be required to write appropriate detailed report of same. Provides security for nuclear movements.

c. Inspects facilities containing hazardous materials with special emphasis on sensitive or vulnerable areas. Monitors all approaches to the Fast Burst Nuclear Reactor and provides early warning of any impending hostile attack, incident, or possible intruders. Observes and reports actions/movements of a hostile force during emergency situations as well as providing supporting firepower. Maintain surveillance of the Fast Burst Nuclear Reactor and the entire fence and open area bordering the facility. Exercises and applies specialized operating requirements, methods, and procedures for providing a high degree of specialized personnel access controls for protecting and preventing unauthorized access to sensitive, restricted areas containing highly critical classified property and documents. Detects trespassing violations in order to prevent theft, sabotage, espionage, fire, and accidental or willful damage and destruction of federal property. Monitors the Intrusion Detection System (IDS) and the Closed Circuit Television (CCTV) monitors and reports all discrepancies to supervisor. Controls access and egress of personnel (including numerous visitors not employed by the installation) and material entering and leaving restricted areas. Checks identification access roster, bills of lading, and similar credentials and documents to make positive identification and to ensure that individual is authorized. Challenges the need for access when conditions so indicate (e.g., during non-duty hours, persons apparently inebriated, etc.) Denies access under other conditions (e.g., when testing is in progress). Determines the need for and makes arrangements to have certain persons escorted. Enters prescribed information in logs and, as appropriate, conducts radio or telephonic follow-ups to ascertain whereabouts of persons within restricted areas. Depending on area of assignment or when otherwise directed to do so, inspects possessions of those entering or leaving areas and identifies and confiscates contraband when discovered. Closely observes the behavior of all persons in the vicinity; endeavors to detect suspicious or abnormal behavior; and stops, questions, and detains persons when probable cause exists to do so. Incumbent prevents, responds to and/or resists attempted violations, apprehends and detains offenders, and relinquishes control to police or other law enforcement officers.

2. Dedicated Response Force (DRF). As required, serves as member of response forces, and is required to be trained and exercise sufficient knowledge to participate in mobilization exercises, demonstrations, mock situations, and other practical scenarios wherein potential critical situations are performed and assessed to requirements. As necessary, provides management information/recommendations regarding scenario and operational effectiveness. Receives specialized training in the methods and techniques required to detect and respond to attempts at espionage, sabotage and other emergencies. Training required includes hostage rescue, barricaded suspect apprehension, threatened suicide, building and stairway rescue, operations, entry, search and movement, anti-sniper actions, mass apprehension, and use of force, special weapons, grenade launcher, and crew served weapons training, use of gas mask and chemical agents; and special techniques involving repelling slide for life, ascending and descending structures, air mobile insertion, body climbs, knots, and seats. 20%

Performs other duties as assigned

**FACTORS****Factor 1- Knowledge Required by the Position - Level 1-3 - 350 Pts.**

- Knowledge of the full security procedures, rules and operations to independently complete assigned security functions in a wide variety of post and patrol situations, including highly sensitive restricted/special access areas at White Sands Missile Range Fast Burst Reactor.
- Knowledge of basic law enforcement policies, procedures and techniques is required.
- Knowledge of specialized requirements, methods and procedures used to secure highly sensitive defense materials, systems and information. Knowledge of procedures for enforcing specialized personnel access controls to protect and prevent unauthorized entry to designated special access areas.
- Knowledgeable in the use, operation and routine maintenance of all assigned weapons and related equipment (e.g., handguns, shotguns, automatic and semi-automatic weapons).
- Knowledge to respond to and operate a variety of communications/electronics and surveillance systems and equipment, including radios, transmitters, CCTVs and intrusion detection systems.
- Knowledge of the operations and preventative maintenance techniques for conventional and tactical vehicles.
- Knowledge of emergency and deployment procedures associated with vehicular response.
- Knowledge of procedures and formats for preparing a variety of recurring and special reports.

**Factor 2 - Supervisory Controls - Level 2-2 - 125 Pts**

The supervisor assigns the incumbent on a rotational basis to posts and patrols, including special access areas. Provides information on any special orders or situations and changes to security regulations. The guard independently performs assigned duties, and exercises sound judgment in completing all tasks. The supervisor is available for advice and assistance in emergencies and during unusual situations.

**Factor 3 - Guidelines - Level 3-2 - 125 Pts**

Guidelines consist of DA, AMC, intermediate command and local regulations, pamphlets, circulars and other written directives or standard/internal operating procedures. The guidelines are usually general in nature and require sound judgment in selection and application. Makes decisions covering minor deviations or selects a course of action from several alternatives. Situations requiring significant deviation or those that are not covered by guidelines are referred to the supervisor as determined appropriate. Independently performs the full range of guard activities within the assigned area of operation.

**Factor 4 - Complexity - Level 4-3 - 150 Pts**

The work involves the full range of procedures, methods and techniques required of an incumbent rotating among fixed and roving patrol posts. The guards approach depends upon the type of incident and what procedures are appropriate. The guard's reaction to the situation must be immediate in order to determine the appropriate action. The course of action is selected from a number of alternatives.

**Factor 5 - Scope and Effect - Level 5-2 - 75 Pts**

The purpose of the work is to carry out specialized security rules, regulations, procedures and assigned law enforcement functions. The result of the work assures the successful completion and security of the White Sands Missile Range Fast Burst Reactor successful completion and security of the installations highly specialized/sensitive mission. A compromise in the security system could affect the security and welfare of the country.

**Factor 6 - Personal Contacts - Level 6-3 - 60 Pts**

Contacts are with persons of the same agency, other agencies and with the general public. Contacts are generally established at the guard's post of assignment. The exact purpose of contact is sometimes unclear to the personnel, such as those associated with I.D. check and traffic stops. There may be contacts where the guard's authority is questioned. Guards often deal with persons, who resist detention, attempt to flee, and pose a threat.

**Factor 7 - Purpose of Contacts - Level 7-3 - 120 Pts**

The primary purpose is to coordinate, advise, work or resolve operating problems. The guard may be involved with emergency situations where he/she deals with uncooperative, dangerous, fearful individuals. For these situations, the guard interrogates and controls persons and groups and is skillful in approaching individuals/groups in order to establish rapport or gain information.

**Factor 8 - Physical Demands - Level 8-3 - 50 Pts**

The work requires regular and recurring physical exertion such as long periods of standing, walking, driving, riding, bending, stooping, reaching, lifting, or carrying items weighing up to 50 pounds in response to emergency situations. On occasion, the incumbent may be required to lift objects over 50 pounds, or to climb ropes and ladders, and crawl to pursue violators or trespassers. Employees engage in such exertions when on patrol, responding to alarms, pursuing suspects, participating in weapon qualification/training or other training and similar related activities. The continuing demands of the work are such that a prescribed level of physical proficiency must be maintained and demonstrated in order to perform assignments in an acceptable manner. On occasion, the work may be sedentary requiring long hours of sitting, with limited physical movement.

**Factor 9: - Work Environment - Level 9-2 - 20 Pts**

Performance of duties often involves frequent exposure to life/health threatening situations, items, materials, or radiation. Posts and patrols are often located in or near facilities used for RDT&E/storage, nuclear materials at the White Sands Missile Range Fast Burst Reactor. Climatic conditions encountered vary from extreme heat to extreme cold often without benefit of comfortable shelter. Regular use of specialized protective equipment/clothing, which causes considerable personnel discomfort and/or inconvenience, is also required. Encounters with armed and dangerous personnel may occur.

TOTAL POINTS: 1075

POINT RANGE: 0855 - 1100 = GS-05

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**\*\*\*CONDITION OF EMPLOYMENT:**

- MAINTAIN STANDARDS OF ADEQUACY IN MARKSMANSHIP AND REQUIRED TO CARRY A FIREARM.
- REQUIRED TO PASS A PRE-EMPLOYMENT AND YEARLY ABILITY TEST UNDER AR 190-56 CHAPTER 2
- REQUIRED TO PASS AN ANNUAL PHYSICAL EXAMINATION.
- OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.
- MAINTAIN / OBTAIN A NEW MEXICO VEHICLE OPERATOR'S LICENCE.
- MUST QUALIFY WITH ASSIGNED WEAPONS

**\*\*\*NOTES:**

1. POSITION FALLS WITHIN THE ARMY NUCLEAR SURETY PROGRAM, AR50-5 - AS SUCH HAS BEEN DESIGNATED BY THE DEPARTMENT OF ARMY AS CRITICAL TO THE NATIONAL OR INTERNAL SECURITY. INCUMBENT, THEREFORE, IS REQUIRED TO SUBMIT TO URINALYSIS TESTING UNDER THE DRUG ABUSE TESTING PROGRAM IAW AR 600-85.
2. SUBJECT TO RANDOM DRUG TESTING.
3. SUBJECT TO THE LAUTENBERG AMENDMENT
4. THIS IS A KEY MISSION ESSENTIAL POSITION.
  - MAY BE REQUIRED TO WORK OVERTIME, NIGHTS, WEEKENDS, AND / OR HOLIDAYS.
5. POSITION SENSITIVITY: 2 - NON-CRITICAL SENSITIVE
6. SECURITY ACCESS: 1 - SECRET ACCESS REQUIRED
7. COMP LEVEL CODE: 0001